[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CREDIT AND GENERAL INFORMATION REQUEST**

Dear [CONTACT NAME],

Thank you for your order on [DATE]. We would happily consider you for a line of credit. However, before this can happen, we first require some information. Accordingly, would you please provide us with the following:

\_\_ Bank Affiliations

\_\_ Credit Application (enclosed)

\_\_ Current Financial Statements

\_\_ [NUMBER] Trade References and Bank References

\_\_ Credit Reporting Rating

\_\_ Other: [DESCRIBE]

Whilst we wait for this information, we advise C.O.D. or advance payment of [AMOUNT] on this order to accelerate prompt shipment. Once we have received confirmation of payment, we shall immediately ship your order.

A self-addressed envelope is enclosed for your convenience. Of course, all credit information submitted shall be held in strictest confidence.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]